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DRAFT 2  
December 9, 1955

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REGULATION  
NO. [REDACTED]

PERSONNEL

# PROMOTION

25X1A

Rescission: CIA Regulation [REDACTED] dated 30 April 1954

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### 1. GENERAL

This regulation states policy and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15. It does not apply to promotions involving grades GS-16, 17, or 18, or to the promotion of employees compensated in accordance with Wage Board, or Negotiated Wage Schedules.

### 2. POLICY

The promotion of Agency employees will be based on consideration of their qualifications and demonstrated abilities in relation to Agency needs. Every effort will be made to fill newly created or vacant positions by the promotion or reassignment of qualified Agency employees before external recruitment is undertaken.

- a. Employees who have completed the minimum Agency experience requirements specified herein, will enter the zone of consideration for promotion and be considered for promotion at least once each year thereafter.

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*Normally an employee's grade will not exceed the grade of his current position. However, grade of the*

- b. If an individual's grade and the position he occupies are ~~the same~~ *the same*, he may be promoted one grade, ~~above the assigned grade of the position to which he is assigned~~, within the controls prescribed by this regulation, when he has been competitively selected for the promotion by the head of his Career Service.

## 3. DEFINITION

Career Service Grade Authorization, as used in this regulation, means the total number of authorized positions at each grade level within the ceiling established for a particular Career Service.

## 4. RESPONSIBILITIES

## a. SUPERVISORS

Supervisors at all levels are responsible for evaluating the performance of employees under their jurisdiction and for making recommendations to the ~~heads~~ *the appropriate* of Career Service, through normal command channels, concerning the promotion of such employees, according to the provisions of this regulation.

## b. HEADS OF CAREER SERVICES

- (1) Heads of Career Services are responsible for establishing procedures for the consideration of all personnel in ~~his~~ *their* Career Service for promotion on a competitive basis and for requesting the Director of Personnel to take specific action to effect promotion. The fact that ~~the~~ *such* promotion action ~~is~~ recommended constitutes a certification by the head of the Career Service ~~involved~~ *that* the individual ~~is~~ *has*

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*has found*

~~considered~~ through competitive evaluation<sup>s</sup> to be the best qualified of those within the zone of consideration. Competitive evaluations will be based on comparison of the qualifications of ~~the~~ <sup>and</sup> employee *within the zone of consideration* proposed for promotion, by the head of his Career Service, against all others in his grade ~~and Career Service~~ with due consideration given to *such factors as*

- (a) Experience
- (b) Skills and abilities
- (c) Performance, ~~cooperativeness, adaptability, and initiative~~  
and other elements as reflected in his Fitness Report
- (d) Training
- (e) Education
- ✓ (f) Length of service
- ✓ (g) Career Staff membership
- (h) Any other factors which might be pertinent to the individual's future relationship with the Agency.

- (2) Heads of Career Services will establish controls to ensure that *the* *grade* distribution of employees *in their Career Services* ~~by grade level does~~ not exceed the Career Service Grade Authorization for their service.

c. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for:

- (1) Ensuring compliance with the regulation by continuous evaluation of the Agency's promotion program.

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- (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this regulation.
- (3) Reviewing all promotion requests and finally approving those promotion actions which conform to the provisions of this regulation.
- ~~(4) Recording and disseminating the qualification requirements of all agency positions to be used as the basis for reviewing promotion requests.~~
- ~~(5) Periodically determining and issuing a tabulation of the Career Service Grade Authorizations, based on the ~~presented~~ ceiling of the Career Service concerned. ~~and ensuring that the grade authorization is not~~~~

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LENGTH OF SERVICE

✓ 5. AGENCY ~~EXPERIENCE~~ REQUIREMENTS ~~FOR PROMOTION~~

An employee will enter the zone of consideration for promotion when he has served in his current grade for the appropriate period as indicated below:

<u>Current Grade</u>	<u>Months of CIA Experience</u>
GS-1 through 6	6
GS-7 through 11	12
GS-12 and 13	18
GS-14	24

~~The Director of Personnel will furnish the head of each Career Service a monthly listing of all members of that Career Service who have entered the zone of consideration.~~

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6. PROCEDURES

Requests for promotion will be submitted to the Director of Personnel on Standard Form 52, Request for Personnel Action, in accordance with the instructions in Handbook No. [REDACTED]

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7. EXCEPTIONS

*Recommendation for promotion which must be forwarded to the Head of the Career Service concerned*  
~~the~~ exceptions to the policies, requirements, or procedures in this regulation will be requested of the Director of Personnel in a memorandum of justification attached to Standard Form 52, Request for Personnel Action. ~~If the exception involves promotion to grades GS-14 or GS-15, the Standard Form 52 and the attached memorandum will be routed to the Director of Personnel through the appropriate Deputy Director, his designee, or his Senior Career Service Board, for endorsement.~~ The Director of Personnel will finally approve or disapprove recommendations for exceptions, subject to review only by the Director of Central Intelligence. Exceptions will be made only when it is clearly established that *the promotion is justified on the basis of certain factors such as*  
a. An employee was initially employed at a grade below that for which he was qualified; or  
b. An individual is ~~properly~~ qualified for promotion based partly on his experience prior to his entry on duty; or  
c. Such exception is necessary to recognize and utilize an employee's outstanding ability.

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